

3122 - SENIOR MECHANICAL INSPECTOR

NATURE OF WORK

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department through reviewing construction plans and specifications of new and existing building, structures, and properties. Work includes offices and field duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts technical field inspections of building, equipment, and installations.

Reviews building plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good mechanical practices and recommends approval or rejection.

Acts as the Chief Mechanical Inspector in the absence of the Chief Mechanical Inspector.

Assigns and investigates reported and unreported hazards, possible safety problems and violations of code.

Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms.

Recommends methods, materials, equipment and alterations to assist in compliance with accepted standards.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Prepares and maintains reports, records and correspondence concerning mechanical enforcement and inspection activities; enters inspection requests and results into computer data base.

Performs related work as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding mechanical equipment installation, operation and maintenance.

Considerable knowledge of effective practices concerning mechanical equipment and other phases of building construction.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.

Ability to read, understand, explains, and apply regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationship with other employees, agencies, and the public.

Ability to communicate effectively both verbally and in writing.

Ability to use appropriate computer software in analysis, calculations, and record keeping.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law,.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.
Ability to complete forms legibly and accurately.

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MINIMUM REQUIREMENTS

Minimum qualifications shall reflect the requirements of the South Florida Building Code, currently:

1. A Master General Mechanical contractor having held a certification by the Miami-Dade County Construction Trades Qualifying board for a period of at least five (5) years and having five (5) years of field experience under that certification. **OR**

A State Certified Mechanical contractor having held a certification by the Florida Construction Industry Licensing Board for a period of at least five (5) years and having five (5) years of field experience under that license. **OR**

A Florida Licensed Professional Engineer having obtained a license pursuant to examination in the mechanical discipline and having had five (5) years of field experience under that license.

2. Attain Provisional Mechanical Inspector and Plans Examiner certification from the Florida Board of Code Administrators and Inspectors within ninety (90) days of appointment.
3. Attain Standard Mechanical Inspector and Plans Examiner certification from the said board within twelve (12) months of appointment.
4. Attain Mechanical Inspector and Plans Examiner certification from the Dade County Board of Rules and Appeals within ninety (90) days of appointment.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl, and climb over construction sites, and within buildings. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General and specific assignments are received. Work is performed with considerable latitude for the use

of independent judgement. Work is reviewed and evaluated through verbal and written reports.

SUPERVISION EXERCISED

Directs the work of Mechanical Inspector.

Rev. 10/98 (minimum requirements 03/01)